

CLALLAM COUNTY

Housing Solutions Committee

Bylaws

Article I-Object

These Bylaws are promulgated and enacted by the Housing Solutions Committee (HSC) for the governance of the HSC.

Article II-Precedence

To the extent any text of these Bylaws is determined to be in conflict with either the state law or the County Code the text of the state law and/or County Code will be controlling. These Bylaws also expressly recognize that state law and County Code may, in the future, be the subject of amendment. Those amended state laws and/or County Code will also be controlling.

Article III-Membership and Terms

- A. Membership of the Housing Solutions Committee was established in Resolution Number 32, which was adopted by the Board of Clallam County Commissioners on March 15, 2022.
- B. The members shall not have limits on the length of their terms. Accordingly, the following members are standing members:
 - a. Clallam County Commissioner
 - b. Representative of Clallam County Department of Community Development
 - c. Representative of City of Forks
 - d. Representative of City of Port Angeles
 - e. Representative of City of Sequim
 - f. Representative of Peninsula Housing Authority
 - g. Representative of Peninsula Behavioral Health
 - h. Representative of Olympic Community Action Programs (OlyCap)
 - i. Representative of Port of Port Angeles
 - j. Representative of Economic Development Council
 - k. Representative of Tribal Governments
 - l. Representative of Habitat for Humanity of Clallam County
 - m. Representative of Sarge's Veteran Support
 - n. Representative of Serenity House of Clallam County
 - o. Representative of Healthy Families of Clallam County
 - p. Representative of United Way of Clallam County
 - q. Representative of Olympic Housing Trust
 - r. Representative of North Peninsula Building Association
 - s. Representative of Sequim Realtors Association

- t. Representative of Port Angeles Realtors Association

- C. The committee will have one At-Large member is appointed for a three-year term. The individual appointed to this position will be able to reapply during open application process with no limit as the number of times the may serve on the committee.
- D. Alternates: Each voting member of the HSC may propose an alternate with full membership privileges to be appointed to attend in their absence. Alternates must be designated in writing by a letter addressed to the HSC staff and chair. Alternates must also apply in the regular manner as a member and be appointed by the Board of County Commissioners.
- E. Vacancies: When a vacancy occurs, the vacancy shall be published in an official county newspaper
- F. An attorney from the Prosecuting Attorney's Office will provide legal advice and consultation to the HSC in its role as an advisory Board to the County Commission BUT not to individual HSC members.

Article IV-Purpose of Housing Solutions Committee

The purpose of the Housing Solutions Committee is to assess the need for housing in Clallam County, to identify problems and unmet needs to housing in Clallam County, and to develop recommendations to the Board of Clallam County Commissioners for programs to promote housing solutions in Clallam County and to make recommendations to the Board of Clallam County Commissioners and the Opportunity Fund Board for expenditures of 1406 funds, American Rescue Plan Act Funding related to housing solutions, Opportunity Fund infrastructure for housing and other funds that can be used for affordable housing.

Article V-Duties of the HSC

The HSC shall report to the Board of County Commissioners annually about the housing needs in Clallam County.

The HSC shall also make annual or more frequent recommendations to the Board of County Commissioners for projects to be funded to promote housing solutions in Clallam County.

Article VI-Meetings

- A. Regular meetings of the HSC shall be held on dates established at the first meeting of the HSC and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- B. At the first meeting of the HSC, the "members" shall elect a chairperson to run the meetings and organize, with the assistance of the HSC's

Administrative Assistant, the agenda for the meetings. The "members" shall also select a vice-chairperson that shall act as chairperson when the elected chairperson is not present.

- C. A record of attendance of HSC members shall be kept for all HSC meetings.
- D. Special meetings of the HSC may be called by the Chair of the HSC and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- E. The HSC meetings shall be open to the public and members of the media and shall occur in a location that is handicapped accessible.
- F. Public input at HSC meetings shall be limited to that time on the meeting agenda set aside for public input.
- G. Unless otherwise established by the Chair of the HSC, public input (oral testimony) will be limited to three minutes per speaker until such time as all persons wishing to speak have spoken or waived their right to speak, at which time a prior speaker may again speak for not more than two minutes.
- H. HSC meetings will be held in compliance with all health and safety requirements in effect at the time of the meeting.
- I. All meetings will have a minimum of one public comment period.

Article VII-Agenda format

While the Chair has full discretion to establish the agenda for any and all HSC meetings, the following "Order of Business" is offered as a default or template agenda format for possible use:

- Open the meeting at the time set
- Roll call
- Approval of the agenda
- Public comment
- Approval of minutes from prior meeting
- Reports and presentations
- Business items
- Public comment
- Announce date for next meeting
- Adjourn

Article VIII-Quorum

Except as otherwise specifically provided in these Bylaws, the attendance (either in person or electronically) of a majority of the full membership of the HSC shall constitute a quorum for the transaction of business.

Article IX-Voting

- A. A majority vote of the HSC members present and forming a quorum shall be sufficient for adoption of any motion, including recommendations to the County Commission.

- B. There shall be no secret ballots.

Article X-Adoption by the HSC of amendments

- A. At any meeting of the HSC where a quorum (as defined in Article VIII above) is present the HSC may, by a majority affirmative vote, change these Bylaws.
- B. Any amendment suggested pursuant to Sections A this Article must be on the Agenda of one HSC meeting and may not be approved or rejected until the next "regular" meeting of the HSC in order to provide time for review and consideration of the proposed amendment.

Article XI-Public Hearings

- A. The HSC has authority to hold such public hearings as it deems necessary at a time, date and place chosen by the Chair and arranged by the Administrative Assistant.
- B. Such hearings shall be noticed and held in compliance with the Open Public Meetings Act.
- C. If such public hearings are to be held, the HSC is encouraged to hold them in diverse locations reflecting the population of the county that resides in the western, central and eastern regions of this County.

Article XII-Vacancies

Any vacancies in the HSC shall be filled by the decision of the County Commission as decided in a public meeting. If needed, and if applicable, the County Commission may enter into Executive Session pursuant to RCW 42.30.110(1) in order to complete the work of declaring the existence of a vacancy or filling a vacancy.

Revised Adopted by the Housing Solutions Committee this 1st day of November,
2024.



Chair, Housing Solutions Committee